



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST PERSONNEL COMMAND
UNIT 29058
APO AE 09081

AEUPE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy (Policy Memorandums Policy Letter #2)

1. This memorandum establishes an open door policy, and allows any soldier or civilian to discuss his/her concerns with me at any time. This policy is intended to create an avenue of communication to address concerns or issues before they become major problems. It is not intended as a means to circumvent the chain of command or supervision. Your leaders are caring individuals who, in most cases have received special training in problem solving. They deserve an opportunity to assist you when you have a concern or problem, and will insist that you consider the normal chain prior to exercising your right under this policy.

2. I understand that there are times when problems are so personal or urgent that using the normal chain is not practical or possible. In these cases, I urge you to contact me to discuss your concerns. To facilitate my availability, I recommend you make an appointment through my secretary, although this is not required. I am available 24 hours a day. My office number is DSN 379-7859/7662.

"Soldiers First!"

JON E. FINKE
COL, AG
Commanding

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